

24 April 1952

MEMORANDUM FOR: CHIEF, SUPPORT STAFF
SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. Military Personnel Division has approved the extension of
tour of duty from 15 June to 1 July 1952.

b. The field positions for instructor and clerical
personnel have been approved. Requests for establishment of
additional positions will be submitted as needed under the authorized ceiling
of

c. Mr. , Assistant Personnel Officer, reported for duty.
His principal duty will be the handling of personnel matters.

d. All requisitions for services, equipment, and construction in
Wing D, Alcott Hall have been submitted in preparation for occupancy of the
Testing and Evaluation Division.

e. A tentative courier schedule has been established for the OTR
courier and will be published in Notice form in the near future. This function
has been placed under the supervision of Chief, Services and Supply Section.

g. TRS request for a fund of \$1,000 to purchase options on rental
housing was approved by the Comptroller. Budget Officer, OTR,
is arranging procedures for an expenditure of these funds with Mr. of
the Comptroller's Office.

h. Additional space in RAS will be ready for occupancy on 29 April,
and all arrangements have been made for moving TRS personnel on that date.

i. The Clerical Training area will be available for
OTR occupancy about 5 May 1952.

j. Military Personnel Division is taking priority action on request
for the delay of the transfer of instructors until 22 May 1952.

25 YEAR RE-REVIEW

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Administrative Officer, OTR